

## **Minutes of the Finance Committee**

**Wednesday, November 3, 2004**

Chair Haukohl called the meeting to order at 8:49 a.m.

**Present:** Supervisors Pat Haukohl (Chair), Bonnie Morris, Joe Marchese, Don Broesch, Jim Behrend and Genia Bruce. Ken Herro arrived at 10:15 a.m.

**Also Present:** Legislative Policy Advisor Mark Mader, Budget Manager Keith Swartz, Treasurer Pam Reeves, Principal Financial Projects Analyst Bob Ries, Senior Financial Analyst Mike Baniel, Sheriff's Business Manager Tom Koth, Deputy Inspector Steve Marks, Emergency Management Coordinator Jim Malueg, Health & Human Services Director Peter Schuler, Administrative Services Manager Russ Kutz, Long Term Care Manager Jack Bodien, Risk Management Administrator Laura Stauffer, and County Board Supervisor Duane Paulson.

### **Approve Minutes of 10-18, 10-20, & 10-21-04**

MOTION: Bruce moved, second by Morris to approve the minutes of 10-18-04. Motion carried 6-0.

MOTION: Behrend moved, second by Broesch to approve the minutes of 10-20-04. Motion carried 6-0.

MOTION: Broesch moved, second by Marchese to approve the minutes of 10-21-04. Morris asked that an amendment be made to the minutes. Motion carried 6-0 as amended.

### **Schedule Next Meeting Dates**

November 17<sup>th</sup>

### **Announcements**

Haukohl asked for suggestions on how to describe this year's budget process for her presentation to the County Board next Tuesday.

### **Meeting Approvals**

MOTION: Morris moved, second by Bruce to approve attendance for any committee members wanting to attend the November 8 Town Hall meeting at the Summit Town Hall on Aurora and payment in lieu of taxes; and the November 15 Public Hearing at Summit Elementary School on amendments to the town master plan. Motion carried 6-0.

### **Final Report on In-Rem Foreclosure Actions**

Reeves said this report is not final as there have been a few challenging properties. She went on to discuss parcels in the Village of Menomonee Falls, Town of Genesee, Town of Delafield, and others which have already or could soon be foreclosed upon. Reeves said she will give the committee an update in December or January. She noted that the total number of 2003 delinquencies is down from past years.

### **3<sup>rd</sup> Quarter Status Report on Investments**

Ries discussed his reports as outlined which included information on valuation at cost, valuation at market, 1997-2004 summary of Waukesha County investments, portfolio holdings as of 9-30-04, and Waukesha County investment portfolios by investment advisor, investment type, total investment income, total investment balances, investment average, and quarterly rate.

Ries indicated that the quarterly investment return increased from 0.59% to 0.62%. This increase was due in part to the three rate increases by the Federal Reserve. The impact was greatest in the money market funds. While these investments remain the lowest yielding in the County's portfolio, with annual returns of approximately 1.4%, the returns for these same investments were under 1.0% in the 2<sup>nd</sup> quarter. Money fund balances averaged \$60.6 million in the 2<sup>nd</sup> quarter and averaged \$59.0 million in the 3<sup>rd</sup> quarter, a decrease of \$1.6 million. Even with a decrease in the investment balances, interest on the money markets increased by \$35,900 in the 3<sup>rd</sup> quarter. The overall annualized return on investments for the County for the last four quarters was 2.63%. Total interest earnings for the quarter were \$1,172,626, an increase of \$65,483 over the 2<sup>nd</sup> quarter.

**Ordinance 159-O-070: Amend Sheriff's Department 2004 Budget Expenditure of Office of National Drug Control Policy Cooperative Agreement Funds**

Koth and Marks were present to discuss the ordinance which involves accepting a \$40,570 federal grant from the Office of National Drug Council Policy to be used for overtime (245 hours), desktop (4) and laptop (2) computers, vehicle leases (2), office supplies, training, and cellular phone service.

MOTION: Behrend moved, second by Bruce to approve ordinance 159-O-070. Motion carried 6-0.

**Fund Transfer 2004-200-1: Sheriff's Department – Transfer Funds from Operating Expenses to Interdepartmental Charges**

Koth said this fund transfer involves transferring \$30,000, the bulk of which will cover increases in gasoline costs which could only be anticipated at budget time. The remaining \$2,400 will pay for charges from Central Fleet for the installation of new cell phones in patrol vehicles.

Funds are available in operating expenses due to underspending in several areas including linen costs in the jail, photographic supplies, radio battery replacements, and office supplies. The Department intends to use \$9,760 budgeted in small equipment to purchase replacement cell phones for its patrol and mobile fleet (40 units greater than 3 years old). The estimated \$2,400 for installation of these phones is included in the transfer.

MOTION: Bruce moved, second by Marchese to approve fund transfer 2004-200-1, Sheriff's Dept. Motion carried 6-0.

**Fund Transfer 2004-200-2: Sheriff's Department – Transfer Funds from Operating Expenses to Fixed Assets**

Koth said this fund transfer involves transferring \$35,000 to replace the digital voice recording (DVR) system which is six years old and no longer covered under service contract. The DVR system is used to take calls from deputies when an Incident Report Typist is not available to

respond in person.

Funds are available in operating expenses due to underspending in several areas including small tools and equipment and computer software due to lower than budgeted costs per item, and clothing costs in the jail due to lower than budgeted needs.

MOTION: Bruce moved, second by Broesch to approve fund transfer 2004-200-1, Sheriff's Dept. Motion carried 6-0.

Herro arrived at 10:15 a.m.

**Ordinance 159-O-071: Accept FY-2004 State Homeland Security Grant Program Funds and Modify the Waukesha County Emergency Management's 2004 Budget to Appropriate Grant Expenditures and Revenues**

Malueg discussed this ordinance which involves accepting \$521,387 in Federal Homeland Security Grant funding for equipment and supplies for local response agencies in various municipalities. The funding will be used for personal protective equipment, search and rescue equipment, decontamination equipment, terrorism incident prevention equipment, medical supplies, etc.

MOTION: Broesch moved, second by Behrend to approve ordinance 159-O-071. Motion carried 7-0.

**Ordinance 159-O-072: Appropriate Medical Assistance Waiver and Community Options Funding for the Department of Health and Human Services**

Schuler, Kutz, and Bodien were present to explain the ordinance which involves accepting \$656,000 in Federal / State Medical Assistance Waiver funds to purchase community based care and services for frail elderly and persons with physical and developmental disabilities within the Department's Long Term Care budget.

Schuler said funds will be used for those who are diverted from state centers to communities and intermediate care facilities. Funds will also be used to relocate some residents of Jackson and Hearthside centers that have been closed by the state due to poor conditions. Funds will be used to pay for some treatment days at the Wisconsin State Center. Typically, these individuals cannot be relocated elsewhere until behavioral changes have been made. There are also some medical assistance waiver slots to relocate some frail elderly. Furthermore, they are estimating Long Term Care expenses will exceed budget, in part, due to the unanticipated retirement of an employee which will total \$25,500. The remaining funding will be used to fund individuals as stated above.

MOTION: Herro moved, second by Broesch to approve ordinance 159-O-072. Motion carried 7-0.

**Bond Update for Elected Officials**

Stauffer distributed information on public official's bond limits and bond premiums. She advised that the State Statutes require specific County officers to execute and file an official

bond in a sum fixed by law, and if not fixed by law, the County Board must establish those amounts. The proposed bond limits are as follows: \$25,000 for the County Clerk, \$500,000 for the Treasurer, \$25,000 for the Register of Deeds, and \$100,000 for the Clerk of Courts. The \$100,000 for the Clerk of Courts was reduced from \$200,000 in the previous two years. The committee concurred with the recommended reduction. Stauffer indicated that an ordinance pertaining to this will be forthcoming and likely to be considered at the next Finance Committee meeting.

**Closed Session**

MOTION: Behrend moved, second by Broesch to go into closed session at 10:58 a.m. in accordance with Section 19.85 (1)(g) Wis. Stats. for the purpose of conferring with legal counsel regarding strategy with respect to litigation in which the County is involved (Martens vs. Waukesha County). Motion carried 7-0.

MOTION: Behrend moved, second by Broesch to return to open session at 11:29 a.m. Motion carried 7-0.

MOTION: Morris moved, second by Bruce to adjourn at 11:29 a.m. Motion carried 7-0.

Recorded by Mary Pedersen, Legislative Associate.

Respectfully submitted,

Bonnie J. Morris  
Secretary